



**EDUCATION AND WORKFORCE DEVELOPMENT CABINET
OFFICE OF VOCATIONAL REHABILITATION**

Matthew G. Bevin
Governor

Hal Heiner
Secretary

275 East Main Street
Mail Drop 2-EK
Frankfort, KY 40621
(502) 564-4440
Toll Free (800) 372-7172 (V/TTY)
Fax (502) 564-6745
ovr.ky.gov

Beth Kuhn
Commissioner

Buddy Hoskinson
Executive Director

UPDATE

SERVICE FEE MEMORANDUM

CP-BM-07-08-08

TO: Office of Vocational Rehabilitation (OVR) Staff
Branch Managers, Counselors, and Assistants
CDPVTC Director, Case Management Director, and Counselor(s)
Vanessa Denham, Client Assistance Program (CAP)

FROM: Pat Selch-Cruse, Program Administrator
Systems and Fiscal Management Branch

Victoria Reilly, Program Administrator
Division of Program Services - Transition

RE: Community Work Transition Program (CWTP) Fee Schedule

DATE: November 30, 2016 update Pat Cruse
October 1, 2016
April 11, 2016 Update Pat Selch
June 30, 2014 updated
June 15, 2012 updated
August 1 2009 updated
June 5, 2008 updated

The latest update reflects changes and updates to the program. CWTP has two components: Pre-Employment Transition Services promoting exposure to and experiences in career and employment opportunities in the community and Transition Services promoting successful movement into competitive integrated employment prior to exiting high school.

Quarterly authorized services are: July-Sept, Oct-Dec, Jan-Mar, Apr-June

The following guidelines and fees pertain to the provision of services provided under the OVR Community Work Transition Program in collaboration with the Local School Districts, Human Development Institute – University of Kentucky and the Kentucky Department of Education:

Pre-Employment Transition Services

Choose services the student may participate in during their time in high school. Students should participate for multiple years, in more than one service at a time, and the focus will be on exposure to careers in their community. These activities may be done in small groups of 2-4 maximum.

These services are for potentially eligible students (students not yet determined eligible for OVR services), and eligible VR consumers.

For potentially eligible students to participate, a referral from their school and allowable documentation is needed. The allowable documentation may include: a copy of the student's Individualized Education Plan (IEP), 504 plan, medical documentation, a review of school records, a statement from school staff, or case notes documenting counselor observation, or a letter verifying they are a Social Security benefits recipient.

SERVICE PROVISIONS	FEE
Orientation to Work (Job Exploration Counseling in Pre-ETS) <ul style="list-style-type: none">One-time billable per studentExpected practice 20 hour workshop, prorated if less at \$25 phExpected to be within the quarter that it is authorized. <ul style="list-style-type: none">Payable upon counselor receipt of invoice, completion of workshop program, and <i>Orientation to Work Note</i> from Employment Specialist. (interest inventories, career pathways, in-demand occupations, interview skills)	\$500 Budget Unit Number (BUN) 6791 Expenditure Code OOA
Initial Planning Meeting (Job Exploration Counseling in Pre-ETS) <ul style="list-style-type: none">One-time billable per student.Expected to be within the quarter that it is authorized. <ul style="list-style-type: none">Payable upon counselor receipt of invoice and <i>Meeting Note</i> from Employment Specialist. (must discuss and plan work based learning experiences)	\$200 Budget Unit Number (BUN) 6791 Expenditure Code OOA
Work Based Learning Experiences: Up to Four (20 hour) Quarters each year <ul style="list-style-type: none">Reportable activity weeklyExpected practice 20 hours in the community, prorated if less at \$25 ph <ul style="list-style-type: none">Payable upon counselor receipt of invoice and all <i>Monthly Services Reports</i> from Employment SpecialistReports must be received monthly by the 5th of each month. (job shadowing, touring companies, job training, internships, apprenticeships, short term employment, on the job training—learning about jobs)	Up to \$500 per quarter Budget Unit Number (BUN) 6791 Expenditure Code OOB
Final Year Planning Meeting (Post-Secondary Opportunities in Pre-ETS) <ul style="list-style-type: none">One-time billable per student.Expected to be within the quarter that it is authorized.Payable upon counselor receipt of invoice and <i>Meeting Note</i> from Employment Specialist. (must review post-secondary educational opportunities and plan for workplace readiness training)	\$200 Budget Unit Number (BUN) 6791 Expenditure Code OOC
Workplace Readiness Training: Up to Four (20 hour) Quarters each year	Up to \$500 per quarter

<ul style="list-style-type: none"> Reportable activity weekly Expected practice 20 hours in the community, prorated if less at \$25 ph 	Use Budget Unit Number (BUN) 6791 and Expenditure Code OOD
<ul style="list-style-type: none"> Payable upon Counselor receipt of invoice and <i>Monthly Training Services Report</i> from Employment Specialist Reports must be received monthly by the 5th of each month. <p>(social skills and independent living, soft skills training, communication and interpersonal skills, financial literacy, orientation and mobility training, job seeking skills, employer expectations)</p>	

Self-Advocacy Workshop	\$500
<ul style="list-style-type: none"> One-time billable per student, per year Expected practice 20 hour workshop, prorated if less at \$25 ph Expected to be within the quarter that it is authorized. 	Not authorizing currently Budget Unit Number (BUN) 6791 Expenditure Code OOE
<ul style="list-style-type: none"> Payable upon counselor receipt of invoice, completion of workshop program, and <i>Self-Advocacy Note</i> from Employment Specialist. 	

Exit Meeting-(Post-Secondary Opportunities in Pre-ETS)	\$200
<ul style="list-style-type: none"> One-time billable per student Expected to be within the quarter that it is authorized. Payable upon counselor receipt of invoice and <i>Meeting Note</i> from Employment Specialist. <p>(must review post-secondary educational opportunities)</p>	Budget Unit Number (BUN) 6791 Expenditure Code OOC

Transition Services (not Pre-Employment Transition Services, not Pre-ETS funded)

These services are available to students who are ready to move from general Pre-ETS into specific targeted transition services in order to train, teach, and prepare for competitive integrated employment. Prior to beginning, students must be determined eligible for OVR services and meet Order of Selection.

Singular Services:

	FEE Use Budget Unit Number (BUN) 6790 Expenditure Code 35C
Career Assessment, example CareerScope Report must be submitted	\$250
Resume Development (screen references, cover letters, thank you notes) Resume and additional work product must be submitted	\$25 per hour, up to 4 hours
Job Search & Resource Training Report must be submitted	\$25 per hour, up to 4 hours
Interview Skills Practice Report must be submitted	\$25 per hour, up to 4 hours

Obtain state picture ID/register to vote/library card/register at Career Center/Open bank Account Authorization must include specific requested services, submit copies of attained documents for payment	\$25 per hour, up to 4 hours
Internship, Volunteer Experiences Paid report upon first day working, not less than a 3 week experience, maximum 3 per year Payment is for setting up the experience, not job coaching services	\$300, maximum 3 times per year
Job Shadowing Experiences Paid report following experience, short visit to potential business of interest Payment is for setting up the experience, not job coaching services	\$300, maximum 3 times per year

Transition Services, targeting Competitive Integrated Employment Prior to Exiting School

Comprehensive Vocational Assessment <ul style="list-style-type: none"> One-time billable per student Payable upon counselor receipt of invoice and this report from Employment Specialist based on notes from work based learning experiences and work place readiness training. This comprehensive and approved report then forms the basis for OVR Counselor completing the Individualized Plan for Employment (IPE). 	\$900 Budget Unit Number (BUN) 6790 Expenditure Code 10U
Job Placement <ul style="list-style-type: none"> Can only be invoiced when the student leaves school with the employment outcome. Payable upon invoicing and documentation by the Employment Specialist of job placement through the <i>Monthly Training Services Report</i> as well as submission of the <i>Job Placement Note</i>. 	\$800 Budget Unit Number (BUN) 6790 Expenditure Code 35C
Employment Follow-up <ul style="list-style-type: none"> Invoiced upon completion of 60 days of employment following exit from school. Service must be invoiced by August 1. Payable upon counselor receipt of invoice and <i>Employment Follow-up Note</i> describing follow-up services provided. Report must note the Consumer's employment status is stable. 	\$200 Budget Unit Number (BUN) 6790 Expenditure Code 35C
Supported Employment Consultation in Conjunction with CWTP <ul style="list-style-type: none"> Should be invoiced on or after last day of school. Payable upon counselor receipt of invoice and all monthly notes from SE provider. 	\$300 Use Supported Employment Budget Unit Numbers Pre-ETS (BUN) 6793 Expenditure Code 35N